

**Steve Sisolak**  
*Governor*



**Laura E. Freed**  
*Director*

**Matt Tuma**  
*Deputy Director*

**Mike Strom**  
*Division Administrator*

**STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION  
NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS  
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Carson City, Nevada 89701  
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**The Committee to Approve Schedules for the Retention  
and Disposition of Official State Records**

**Meeting Notice**

**DATE:** June 8, 2022  
**TIME:** 1:15 p.m.  
**LOCATION:** Teleconference

The Committee to Approve Schedules for the Retention provides access to the meeting via teleconference. The public may access the meeting through the following call-in information. The public may also make comments via email to [records@admin.nv.gov](mailto:records@admin.nv.gov).

On the date and time of the meeting you can connect by calling:

Carson City: 775-687-0999

Las Vegas: 702-486-5260

Use access code 43313

If you would like copies of the materials for the meeting they are posted on the [Nevada State Library Archives and Public Records](#) website or they can be mailed to you upon request. If there are any questions concerning access to the meeting, please contact Sertram Harris at 775-684-3411.

Notice: The Committee to Approve Schedules for the Retention and Disposition of Official State Records may address items out of sequence. The Committee may combine two or more agenda items for consideration, and the Committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. As used herein and during the meeting, the term "RDA" means "Records Disposition Authorization" which is the control number given to an official action on retention and/or disposition made by the Committee, and fiscal has the meaning of state fiscal year while federal fiscal is identified by the term federal fiscal year.

## Agenda

**1. Call to Order, Welcome, Roll Call**

**2. Public Comment**

Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020). The public may make comments via email to [records@admin.nv.gov](mailto:records@admin.nv.gov).

**3. Review, correct, if necessary, and approve the minutes from the April 13, 2022 meeting. [Attachment A](#)** (For possible action)

**4. Proposed New RDAs for Agency Specific Records Retention Schedules for:**

- Department of Conservation and Natural Resources, Director's Office - Administrative Services.
- Department of Health and Human Services, Division of Public and Behavioral Health, Office of Vital Records
- Department of Taxation, Revenue Division [Attachment B](#) (For possible action)

**5. Proposed Modification RDAs for Agency Specific Records Retention Schedules for:**

- Department of Conservation and Natural Resources, Director's Office - Administrative Services.
- Department of Conservation and Natural Resources, Division of State Lands
- Department of Health and Human Services, Division of Public and Behavioral Health, Office of Vital Records
- Department of Taxation, Revenue Division [Attachment C](#) (For possible action)

**6. Proposed Deletion RDAs for Agency Specific Records Retention Schedules for:**

- Department of Conservation and Natural Resources, Director's Office - Administrative Services.
- Department of Health and Human Services, Division of Public and Behavioral Health, Office of Vital Records
- Department of Taxation, Revenue Division [Attachment D](#) (For possible action)

**7. Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule.**

- General Schedule Updates [Attachment E](#) (For possible action)

**8. Discuss Future Agenda Items** (For possible action)

- Office of the Labor Commissioner
- Business and Industry, Consumer Affairs

**9. Public Comment**

Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020) The public may make comments via email to [records@admin.nv.gov](mailto:records@admin.nv.gov).

**10. Confirm time of next meeting** (For possible action)

Next meeting scheduled for July 13, 2022. Due to transitioning of staff, staff recommends cancelling the July meeting. Having a meeting in August and /or September will still meet the Committee's statutory requirement to meet quarterly.

**11. Adjourn** (For possible action)

## General Information

Members of the public who are disabled or who may require special accommodations at the meeting are requested to notify Sertram Harris in writing at 100 N. Stewart Street, Carson City, NV 89701 or by calling (775) 684-3411 or by email [records@admin.nv.gov](mailto:records@admin.nv.gov) prior to the meeting date.

A complete copy of the information submitted to the Committee for this "Agenda and Meeting Notice" is available by contacting Records Management at (775) 684-3411. This agenda, the Committee Packet and all other supplemental material made available to each Committee member will also be made available to the public on the website of the Department of Administration, Nevada State Library, Archives and Public Records prior to the meeting date and may be found at: [www.nsla.nv.gov](http://www.nsla.nv.gov) (under Records Management, State Records Committee).

The material is also available by contacting Sertram Harris at 100 North Stewart St. Carson City, NV 89701 (775) 684-3423 [records@admin.nv.gov](mailto:records@admin.nv.gov)

### **This agenda has been posted at the following locations:**

Nevada State Library, Archives and Public Records  
100 North Stewart Street  
Carson City, NV 89701

NSLAPR website: [https://nsla.nv.gov/state\\_records\\_services](https://nsla.nv.gov/state_records_services)

As required by [NRS 232.2175](#): <https://notice.nv.gov/> Under the Department of Administration, State Records Committee

Attachment A  
Meeting Minutes for Approval

*The Committee to Approve Schedules for the  
Retention and Disposition of Official State Records  
The “State Records Committee”  
Minutes for April 13, 2022*

**1: Call to Order, Welcome, Roll Call**

The meeting was called to order at 1:20 p.m. The meeting was held through teleconference in accordance with NRS 241 as it relates to meetings operations of public bodies.

**Committee Members:**

**Kimberly Perondi**, for Barbara K. Cegavske, Secretary of State – Present  
**Jerry Lindsay**, Governors Appointee – Present  
**Harry B. Ward**, for Aaron Ford, Nevada Attorney General – Present  
**Cyndi Shein**, Deputy Administrator, for Mike Strom, Division Administrator, Nevada State Library, Archives and Public Records – Present  
**Maureen Martinez**, for Laura Freed, Director for the Department of Administration – Present  
**Alisanne Maffei**, for Timothy Galluzi, Administrator, Enterprise Information Technology Services – Present

**Staff:**

**Sara Martel**, State Records Manager, Nevada State Library, Archives and Public Records – Present  
**Sertram Harris**, Administrative Assistant II, Nevada State Library, Archives and Public Records – Present

**Guests Present:**

**Nathan Orme**, Education & Information Officer, Department of Health & Human Services, Division of Public & Behavioral Health, Health Care Quality & Compliance – Present  
**Michelle Garton**, Deputy Administrator, Department of Administration, Human Resource Management – Present  
**Amber Smyer**, Literacy Coordinator, Department of Agriculture – Present  
**Blanca Ayala**, Health Program Specialist II, Department of Health & Human Services, Women, Infants & Children (WIC) – Present  
**Cindy Cohen**, Health Program Specialist II, Department of Health & Human Services, Women, Infants & Children (WIC) – Present  
**Annette Altman**, Personnel Officer III, Department of Health & Human Services, Division of Welfare Support Services – Present

**2: Public Comment**

**Comment may be limited to 5 minutes at the discretion of the Chair.**

There was no public comment made or received by staff via e-mail or phone prior to the meeting. Sara Martel stated Jerry Lindsay was reinstated as the Governor’s Appointee to the Committee. She is waiting on a letter from the DAG (District Attorney General) saying Harry Ward will still be able to represent the department.

**3: Attachment A. Review and Approve the Minutes for April 13, 2022**

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**Discussion and Vote:**

There was no discussion and no questions or comments received prior to the meeting. The minutes were approved as presented. The motion was made by Alisanne Maffei and the second was by Harry Ward. The vote was unanimous.

**4: Attachment B. Proposed New RDAs for Agency Specific Records Retention Schedules**

**1. Department of Agriculture, Division of Animal Industry**

A. Title: *Diagnostic Testing Records – Positive Results*

RDA: 2021008

**Description:**

*These records document the results of all animal related diagnostic testing with positive results in accordance with the federal Department of Agriculture, Animal and Plant Health Inspection Services (USDA APHIS) (NRS 561 and NAC 571). The records may include but are not limited to: test results with supportive documentation, associated documentation, and related correspondence.*

**Authorized Retention:**

*Retain for fifteen (15) calendar years from the end of the calendar year in which the report was finalized.*

**Recommended Disposition:**

*Permanent: Transfer to State Archives*

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Division of Animal Industry.

**Justification for Deletion of RDA 2021008:**

In reviewing RDA: 1992685 “Brucellosis Test File”, it was determined that tests with negative results need to be retained for a shorter amount of the time than positive results due to the fact that a positive test result poses the potential for a wider health emergency. The agency and staff recommend the creation of this RDA to address the need for a longer retention of positive test records. In addition, the State Archivist has reviewed the records and determined they are of historical value. The State Archivist approves the Recommended Disposition of Permanent: Transfer to State Archives for historical preservation. Finally, due to a legislative revision, agency name is now Division of Animal Industry. Staff recommend changing the retention schedule accordingly.

**2. Department of Administration, Division of Human Resource Management, Consultation and Accountability**

A. Title: *Reasonable Accommodation – Reassignment Records*

RDA: 2019006

**Description:**

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*These records document the coordination of reasonable accommodation reassignments between different state agencies (29 CFR 1630 and NAC 284). The records may include but are not limited to: essential function forms; medical records including certifications from health care providers, documents relating to work-related accommodation documentation, formal requests for accommodations, responses, associated documentation, and related correspondence.*

**Authorized Retention:**

*Retain for three (3) calendar years from the end of the calendar year in which the employee separated from service.*

**Recommended Disposition:**

*Destroy Securely*

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Division of Human Resource Management, Consultation and Accountability.

**Justification for New RDA 2019006:**

According to the agency, there is no other records series in this retention schedule to address the specific nature of these records as they relate to reasonable accommodations between State agencies. As such, staff and the agency recommend the creation of this records series to address that shortfall.

**Discussion and Vote:**

Harry Ward disclosed that he has attended meetings for the Department of Agriculture as a legal representative, but he feels he can be unbiased, and it will not affect his ability to vote. The proposals in Attachment B were approved as presented. The motion was made by Harry Ward and the second was by Jerry Lindsay. The vote was unanimous.

**5: Attachment C. Proposed Modification RDAs for Agency Specific Records Retention Schedules**

**1. Department of Agriculture, Division of Animal Industry**

**A. Title:** ~~Brucellosis Test Record File~~ *Diagnostic Testing Records – Negative Results*

**RDA:** 1992685

**Description:**

*These records document the results of all animal related diagnostic testing with negative results (NRS 561 and NAC 571). The records may include but are not limited to: test results with supportive documentation, associated documentation, and related correspondence.* ~~The record series contains the official results of diagnostic testing for brucellosis (NRS 561.305(1) and NAC 571).~~

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ four (4) calendar years from *the end of the calendar year in which the report was finalized.* ~~following date of report of findings.~~

**Recommended Disposition:**

Destroy *Securely*

## Attachment A Meeting Minutes for Approval

### **NSLAPR staff recommendation:**

The retention period meets administrative, and legal values.

### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Division of Animal Industry.

### **Justification for Modification of RDA 1992685:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more concisely and accurately. During a review of the agency specific retention schedule for the Agriculture: Animal Industry Division, it was determined that records described in RDA 1992687 "Plague Test Record File" and RDA 1982688 "Rabies Test Record File", have the same process and are under the same provisions of NRS and NAC. as this series. To streamline the schedule and to be sure all required test results are covered, we recommend combining all the record series into one. The description has been modified to include language for all the pertinent series descriptions, and RDAs 1992687 and 1992688 are recommended for deletion on this agenda. Amending "following date of report of findings" to "from the end of the calendar year in which the report was dated." while removing "these records" and "a period of" in the retention statement makes a more defined and accurate trigger event. The disposition is being changed to "Destroy Securely" since these files contain confidential information. Finally, due to a legislative revision, agency name is now Division of Animal Industry. Staff recommend changing the retention schedule accordingly.

- B. Title:** ~~Large/Small Animal and Avian Species File~~ *Certificates of Veterinary Inspection Records*  
**RDA:** 1992674

### **Description:**

*These records document animal health inspection certificates (NRS 561, 571, and NAC 571). The records may include but are not limited to: veterinary inspection certificates (large animal, small animal and avian species), entry permits with supportive documentation, associated documentation, and related correspondence.* ~~This record series contains the information documenting animal health compliance, pursuant to NRS Chapter 561; 571.130; 571.210 and NAC Chapter 571, which includes a variety of species: horses, mules, asses; swine; goats; sheep; dogs and cats; poultry and birds; or other species; including wild horses under the jurisdiction of the Bureau of Land Management. The file may contain but is not limited to: (1) Certificate of Veterinary Inspection-Large Animal, (2) Certificate of Veterinary Inspection for Small Animals and Avian Species and (3) related material.~~

### **Authorized Retention:**

Retain ~~these records~~ for ~~a period of three~~ *four* (43) calendar years *from the end of the calendar year in which the Certificate of Veterinary Inspection was issued.* ~~after the effective date.~~

### **Recommended Disposition:**

Destroy

### **NSLAPR staff recommendation:**

The retention period meets administrative, and legal values.

### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Division of Animal Industry.



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### **Justification for Modification of RDA 1992674:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more concisely and accurately. During a review of the agency specific retention schedule for the Animal Industry Division, it was determined that records described in RDA 1992676 "Exhibition Livestock File", RDA 1992675 "Rodeo Animals File" and this series are a part of the same process. The description has been modified to include language for all the pertinent series descriptions, RDA 1992676 "Exhibition Livestock File" and RDA 1992675 "Rodeo Animals File" are recommended for deletion on this agenda. Staff recommends the deletion of "these records", "a period of three", and "after the effective date" replacing it with "from the end of the calendar year in which the Certificate of Veterinary Inspection was issued" to make a more consistent and accurate trigger event. In addition, staff and the agency recommend changing the Authorized Retention from three calendar years to four calendar years to be in line with veterinary related records requirements. Finally, due to a legislative revision, agency name is now Division of Animal Industry. Staff recommend changing the retention schedule accordingly.

**C. Title:** Owners *Records File*

**RDA:** 1992683

### **Description:**

*These records document requests for diagnostic testing by the Division for infectious, contagious, or parasitic diseases in animal populations by an owner (NAC 638). The records may include but are not limited to: specimen submission form with supportive documentation, submitter/owner documentation, species and specimen documentation, animal health histories, postmortem examination findings, laboratory results, diagnostic finding reports, associated documentation, and related correspondence.* ~~This record series contains a complete file of information pertaining to samples/specimens submitted for the diagnosis of infectious, contagious and parasitic diseases of animal species under the provisions of NRS 561.305 & 571.120; and NAC Chapter 571. The file may contain but is not limited to: accession number, specimen submission forms, submitter/owner information, species and number of specimens, history and symptoms, disease or condition suspected, postmortem examination findings, laboratory results (microbiology, serology, etc.), and related correspondence.~~

### **Authorized Retention:**

Retain ~~these records~~ for ~~a period of three (3)~~ *four (4)* calendars years *from the end of the calendar year in which the report findings were issued.* ~~following date of report of findings.~~

### **Recommended Disposition:**

Destroy Securely

### **NSLAPR staff recommendation:**

The retention period meets administrative, and legal values.

### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Division of Animal Industry.

### **Justification for Modification of RDA 1992683:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "these records", "a period of", and "following date of report of findings" replacing it with "from the end of the calendar year in which the report findings were issued" to make a more consistent and accurate trigger event. Staff and the agency recommend changing the Authorized Retention timeframe from three calendar years to four calendar years to ensure agency compliance with NAC 638. Finally, due to a legislative revision,



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agency name is now Division of Animal Industry. Staff recommend changing the retention schedule accordingly.

**D. Title:** Pasture to Pasture Permit *Records* ~~File~~

**RDA:** 1992677

**Description:**

*These records consist of requests for an Animal Health Pasture to Pasture Permit (NAC 571). The records may include but are not limited to: permit requests with supportive documentation, associated documentation, and related correspondence. ~~The record series contains the request for Animal Health Pasture to Pasture Permit, and related material, which is valid for one pasture to pasture movement only and is restricted to the cattle, time period, and premise described.~~*

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years *from the end of the calendar year in which the permit expired.* ~~after the expiration date of the permit.~~

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Division of Animal Industry.

**Justification for Modification of RDA 1992677:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records”, “a period of”, and “after the expiration date of the permit” replacing it with “from the end of the calendar year in which the permit expired” to make a more consistent and accurate trigger event. Finally, due to a legislative revision, agency name is now Division of Animal Industry. Staff recommend changing the retention schedule accordingly.

**E. Title:** Cattle and Swine Herd *Records* ~~Files~~

**RDA:** 1992672

**Description:**

*These records document animal health compliance standards for swine or cattle herds (9 CRF Subchapter A, NRS 561, 571, and NAC 571). The records may include but are not limited to: Nevada importation permits, applicable ranch documentation, veterinary inspection certificates, diagnostic testing documentation, livestock hold orders, livestock quarantine orders, hold order modification documentation, associated documentation, and related correspondence. ~~This record series contains the information documenting animal health compliance pursuant to NRS Chapter 561; 571.130; 571.210; 9 CFR Parts 1-167; and NAC Chapter 571. The file may contain, but is not limited to: (1) permit for importation of cattle or swine into Nevada; (2) certificate of veterinary inspection; (3) brucellosis test record; (4) brucellosis vaccination record; (5) tuberculosis test record; (6) livestock hold order; (7) livestock quarantine order; (8) quarantine and/or livestock hold order cancellation/modification; (9) pseudorabies test record, and (10) related correspondence.~~*

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**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years *from the end of the calendar year in which the ranch ceases herd operations.* ~~following the effective date.~~

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Division of Animal Industry.

**Justification for Deletion of RDA 1992672:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records”, “a period of”, and “following the effective date” replacing it with “from the end of the calendar year in which the ranch ceases herd operations” to make a more consistent and accurate trigger event. Finally, due to a legislative revision, agency name is now Division of Animal Industry. Staff recommend changing the retention schedule accordingly.

**2. Department of Health and Human Services, Division of Public and Behavioral Health,  
Bureau of Child, Family, and Community Wellness, Women, Infants & Children (WIC)  
Program**

**A. Title:** Women, Infants & Children (WIC): Client Case *Records Files*

**RDA:** 2006023

**Description:**

These records document the individual case *records files* of clients of the Women, Infants & Children (WIC) nutrition programs *(including The Farmer’s Market Nutrition Program (FMNP), Breastfeeding Peer Counseling Program (BFPC), and all other applicable WIC programs)*. The records may include but are not limited to: applications, social information, eligibility documentation, medical histories; documentation of verbal communications, fiscal material, associated documentation, and related correspondence.

**Authorized Retention:**

Retain for six (6) calendar years from the end of the calendar in which the client leaves the program.

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Bureau of Child, Family, and Community Wellness, Women, Infants & Children (WIC) Program.

**Justification for Modification of RDA 2006023:**

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## Attachment A

### Meeting Minutes for Approval

The agency brought it to the attention of records staff that the United States Department of Agriculture (USDA) expressed concern that there were no separate records series for the different programs within the WIC program. The USDA is the grant funding source for WIC programs. When consulting with the agency, the various programs are all maintained by the greater WIC program and do not have differing retention requirements. Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series to address the concern without burdening the agency with addition records series that would be redundant in nature.

#### **B. Title:** Women, Infants & Children (WIC): Reports

**RDA:** 2006022

##### **Description:**

These records document annual reports on Women, Infant and Children (WIC) nutrition program *(including The Farmer's Market Nutrition Program (FMNP), Breastfeeding Peer Counseling Program (BFPC), and all other applicable WIC programs)*. functions. The records may include but are not limited to: financial and program status reports, participation reports, vendor activity, WIC budget, WIC Administrative Expenditure Report, Financial Status Report, WIC State Plan, racial-ethnic participation report, associated documentation, and related correspondence.

##### **Authorized Retention:**

Retain for six (6) calendar years from the end of the calendar year in which the report was submitted.

##### **Recommended Disposition:**

Permanent: Transfer to State Archives

##### **NSLAPR staff recommendation:**

The retention period meets administrative values.

##### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Bureau of Child, Family and Community Wellness, Women, Infants & Children (WIC) Program.

##### **Justification for Modification of RDA 2006022:**

The agency brought it to the attention of records staff that the United States Department of Agriculture (USDA) expressed concern that there were no separate records series for the different programs within the WIC program. The USDA is the grant funding source for WIC programs. When consulting with the agency, the various programs are all maintained by the greater WIC program and do not have differing retention requirements. Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series to address the concern without burdening the agency with addition records series that would be redundant in nature.

### **3. Department of Health and Human Services, Division of Welfare Support Services, Quality Control**

#### **A. Title:** *Quality Control Review Records* – Negative *Results* ~~Reviews~~

**RDA:** 2006174

##### **Description:**

*These records document the quality review of "negative" case findings regarding the denial, termination, or suspension of benefits for the Supplemental Nutrition Assistance Program (SNAP)*

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*or Medicaid programs (7 CFR § 275.10 and § 275.11). The records may include but are not limited to: review coversheets, case analysis documentation, field investigation result documentation, worksheets, explanations of error, review finding with explanation documentation, associated documentation, and related correspondence.* ~~This record series consists of quality control cases on "negative" findings covering all programs. The information is needed for the review of state performance and identifying cases that may need to be investigated further. The file may contain: coversheet including case name, address, phone, identifying information & category reviewed; case record analysis, results of field investigation, worksheet and explanation of error, review findings and explanation of review findings.~~

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) federal fiscal years from *the end of the federal fiscal year in which the federal review period is closed.* ~~the date of submission of the quarterly, annual or final expenditure report.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative, legal, and fiscal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Welfare Support Services, Quality Control.

**Justification for Modification of RDA 2006174:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records”, “a period of”, and “the date of submission of the quarterly, annual or final expenditure report”, replacing it with “the end of the federal fiscal year in which the federal review period is closed” to make a more accurate trigger event.

**B. Title:** Quality Control *District Office Review Records* ~~Computer Reports~~

**RDA:** 2006178

**Description:**

*These records document the review of district office’s Medicaid, food stamp, and childcare programs (7 CFR § 275.10 and § 275.11). The records may include but are not limited to: review jackets with supportive documentation, case sampling documentation, reviewer worksheets, associated documentation, and related correspondence.*

~~This record series consists of the reviews of district offices performed by the Quality Control Program of Medicaid, Food Stamps and Child Care Programs. Review jackets may contain copies of material from the files of selected cases and include reviewer worksheets. The purpose of the review is to monitor the function of the district offices.~~

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) federal fiscal years from the *end of the federal fiscal year in which the review is completed.* ~~date of submission of the quarterly, annual or final expenditure report.~~

**Recommended Disposition:**

Destroy Securely

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### **NSLAPR staff recommendation:**

The retention period meets administrative, legal, and fiscal values.

### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Welfare Support Services, Quality Control.

### **Justification for Modification of RDA 2006178:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records”, “a period of”, and “date of submission of the quarterly, annual or final expenditure report” replacing it with “end of the federal fiscal year in which the review is completed” to ensure a more consistent and defined trigger event.

C. Title: Quality Control *Management Evaluation* Review *Records* ~~Files: MAABD and Food Stamps~~ RDA: 2006177

### **Description:**

*These records consist of records provided by the United States Department of Agriculture initiating a Management Evaluation Review and the case review findings for the Supplemental Nutrition Assistance Program (SNAP), Medicaid, Temporary Assistance for Needy Families (TANF), or the Work Performance Rate (WPR) programs (7 CFR § 275.10 and § 275.11). The records may include but are not limited to: review coversheets, case analysis documentation, field investigation result documentation, worksheets, explanations of error, review finding with explanation documentation, payment review documentation, associated documentation, and related correspondence. This records series consists of reviews performed by the Quality Control section. Cases are randomly selected for review by computer. Review jackets may contain copies of material from the individual files of selected cases and includes a reviewer worksheet. The worksheet identifies the program under review, and identifies members of the living unit by name, birth date, relationship, and Social Security number. The files contain data on: review summary, case information, detailed person-level information, total household income by member, eligibility review information, detailed error findings, payment review information.*

### **Authorized Retention:**

Retain ~~these records for a period of~~ three (3) federal fiscal years from *the end of the federal fiscal year in which the federal review period is closed.* ~~the date of submission of the quarterly, annual or final expenditure report.~~

### **Recommended Disposition:**

Destroy Securely

### **NSLAPR staff recommendation:**

The retention period meets administrative, legal, and fiscal values.

### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Welfare Support Services, Quality Control.

### **Justification for Modification of RDA 2006177:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the

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deletion of “these records”, “a period of”, and “the date of submission of the quarterly, annual or final expenditure report” replacing it with “end of the federal fiscal year in which the review is completed” to ensure a more consistent and defined trigger event.

**4. Department of Administration, Division of Human Resource Management, Consultation and Accountability**

**A. Title:** Appeals ~~and~~, Grievance, and Complaint ~~Files~~ Records on Judicial Review **RDA: 2004038**

**Description:**

~~This record series is used to~~ *These records* document the ~~G~~grievances, ~~and C~~omplaints ~~Files to the~~ *Employee-Management Committee* (EMC) or ~~A~~ppeals ~~Files (Disciplinary Actions)~~ where court action has been initiated. *The records may include but are not limited to: complaint records documents found in the EMC G*rievance *records* ~~File, documents within the A~~ppeals *records, File (Disciplinary Action);* and court documents, *associated documentation, and related correspondence.* ~~The files may also contain related correspondence and similar documents.~~

**Authorized Retention:**

Retain ~~this record series~~ for ~~a period of~~ six (6) calendar years from the *end of the calendar year in which the action was withdrawn, settled, dismissed, or the final court action.* ~~date of the final court action, or the date the action was withdrawn, settled or dismissed.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Consultation and Accountability.

**Justification for Modification of RDA 2004038:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Staff recommends removing “date of the final court action, or the date the action was withdrawn, settled or dismissed.” and replacing it with “end of the calendar year in which the action was withdrawn, settled or dismissed, or the final court action.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**B. Title:** Grievance Files: *Employee-Management Committee* ~~EMC~~ Decision *Records* ~~Papers~~ **RDA: 2004034**

**Description:**

~~This record series documents~~ *These records document* the decisions made by the Employee-Management Committee (*EMC*) when acting on personnel grievances or complaints. ~~The file consists of~~ *The records may include but are not limited to: written decisions with supportive documentation, papers, associated documentation, and related correspondence.*

**Authorized Retention:**



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Retain ~~these records~~ for ~~a period of~~ ten (10) calendar years from the *end of the calendar year in which the final decision was made.* ~~date of the decision.~~

### **Recommended Disposition:**

Permanent: Transfer to State Archives

### **NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Consultation and Accountability.

### **Justification for Modification of RDA 2004034:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Staff recommends removing “date of the decision.” and replacing it with “end of the calendar year in which the final decision was made.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

C. Title: Grievance and Complaint *Records* ~~Files~~: Employee-Management Committee

RDA: 2004035

### **Description:**

These records document personnel grievances or complaints presented to the Employee-Management Committee (EMC) (~~See~~ NRS 284.073, and NAC 284.690-697). The records may *include, consist of* but are not limited to: formal grievance *or complaint with (including* supportive documentation), EMC hearing documentation, ~~(notifications, subpoenas, exhibits, settlement, etc.),~~ *associated documentation, and* related correspondence. ~~and similar documentation.~~

### **Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ five (5) calendar years from *end of the calendar year in which* ~~the date of~~ the decision *was made* by the EMC, ~~or~~ the date the case was withdrawn, settled or dismissed.

### **Recommended Disposition:**

Destroy Securely

### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Consultation and Accountability.

### **Justification for Modification of RDA 2004035:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Staff recommends removing “the date of” and replacing it with “end of the calendar year in which was made” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event. Changing “the date of” to “end of the calendar year in which ... was made.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.



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D. Title: Grievance and Complaint *Records*: Audio Recordings

RDA: 2008031

**Description:**

*These records document personnel grievances and complaints heard by the Employee-Management Committee (EMC) using audio recordings (NRS and NAC 284). The records may include but are not limited to: hearing audio recordings, associated documentation, and related correspondence.* ~~These are the audio recordings of personnel grievances heard before the Employee-Management Committee (EMC) (See NRS 284.073, and NAC 284.690-697)~~

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ five (5) calendar years from the end of the calendar year *in which the final determination was given.* ~~to which they pertain.~~

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Consultation and Accountability.

**Justification for Modification of RDA 2008031:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Staff recommends removing “to which they pertain” and replacing it with “in which the final determination was given” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

E. Title: Training *Class Course Records* ~~Files~~

RDA: 1987115

**Description:**

~~This record series is used to verify~~ *These records document* training courses taught by the Dept. of Personnel. ~~The files may contain,~~ *The records may include* but are not limited to: ~~E~~class ~~C~~ourse ~~E~~valuations and statistical ~~S~~heets, ~~and;~~ ~~R~~egistration forms, class lists, ~~and~~ TR-17's for attendees, *associated documentation, and related correspondence.*

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years *from the end of the calendar year in which the class was held.* ~~after the date of class.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

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The appraisal is supported by the Records Officer for the Department of Administration, Human Resource Management, Consultation and Accountability.

### **Justification for Modification of RDA 1987115:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Staff recommends removing “after the date of class.” and replacing it with “from the end of the calendar year in which the class was held.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

### **Discussion and Vote:**

Alisanne Maffei proposed a change on item #4 letter E on page 46 of the agenda. In the description it read the Department of Personnel; she advised the Committee it should have read the Division of Human Resource Management. Sara Martel clarified that once the meeting concluded, administrative staff would make notations of the error and corrective actions taken. The proposals in Attachment C were approved as modified with errors identified. The motion was made by Harry Ward and the second was by Alisanne Maffei. The vote was unanimous.

## **6: Attachment D. Proposed Deletion RDAs for Agency Specific Records Retention Schedules**

### **1. Department of Agriculture, Division of Animal Industry**

**A. Title:** ~~Disease Incident Report – Annual~~

**RDA:** ~~4992689~~

#### **Description:**

~~This records series contains the Annual Disease Incident Report prepared by the Animal Disease Laboratory of the Division of Animal Industry (NRS 561.305).~~

#### **Authorized Retention:**

~~Retain these records for a period of three (3) calendar years from the date of the report.~~

#### **Recommended Disposition:**

~~Permanent: Transfer to State Archives~~

#### **NSLAPR staff recommendation:**

Delete this RDA

#### **Agency review:**

The appraisal is supported by the Records Officer for Department of Agriculture, Division of Animal Industry.

### **Justification for Deletion of RDA 1992689:**

According to the agency, this is an ad hoc report, which is considered a non-record. The agency and staff recommend deleting this RDA.

**B. Title:** ~~Equine Infectious Anemia Test Record File~~

**RDA:** ~~4992686~~

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**Description:**

~~This record series contains the official results of diagnostic testing for equine infectious anemia under the provisions of NRS 561.305(1), and NAC 571.380 to 571.410, inclusive.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) calendar years following date of report of findings.~~

**Recommended Disposition:**

~~Destroy~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for Department of Agriculture, Division of Animal Industry.

**Justification for Modification of RDA 1992686:**

With the purposed changes to RDA 1992685 "Diagnostic Testing Records", this RDA becomes redundant. Staff and the agency recommend deleting this RDA.

C. Title: ~~Accession Log Book~~

RDA: ~~1992682~~

**Description:**

~~This records series contains the accession log for incoming specimens (NRS 561.305). The log is used to assign an accession number for the specimen. The log sheet contains the accession number, date, submitter, owner name, animal type, and test desired, and is used for reference.~~

**Authorized Retention:**

~~Retain log sheets until verification of data entry into a computerized system which permits the retrieval and reproduction of the information, and then dispose. Retain information in the data base as long as administratively useful to the department.~~

**Recommended Disposition:**

~~Destroy~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Division of Animal Industry.

**Justification for Deletion of RDA 1992682:**

This series is no longer in use. The logs are no longer collected or maintained. All previously held records have been destroyed per retention.

D. Title: ~~Exhibition Livestock File~~

RDA: ~~1992676~~

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### **Description:**

~~This record series contains the information documenting animal health compliance pursuant to NRS Chapter 561; 571.130; 571.210, and NAC Chapter 571 for exhibition livestock, imported into Nevada for sale, show, fairs or other public exhibitions. The file may contain, but is not limited to appropriate official health certificates and other required material for entry of that animal.~~

### **Authorized Retention:**

~~Retain these records for a period of three (3) calendar years following the expiration date of the permit.~~

### **Recommended Disposition:**

~~Destroy~~

### **NSLAPR staff recommendation:**

Delete this RDA

### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Division of Animal Industry.

### **Justification for Deletion of RDA 1992676:**

During a review of the agency specific retention schedule for the Animal Industry Division, it was determined that records described in this series are a part of the same process as described in RDA: 1992674 "Large/Small Animal and Avian Species File Animal Health Certificates". To streamline the schedule and to be sure all required certificates are covered, we recommend combining all the record series into RDA 1992674.

**E. Title:** ~~Rodeo Animals File~~

**RDA:** ~~1992675~~

### **Description:**

~~This record series contains the information documenting animal health compliance pursuant to NRS Chapter 561; 571.130; 571.210, and NAC Chapter 571 for livestock use in a rodeo. The file may contain, but is not limited to: (1) Certificate of Veterinary Inspection, (2) entry permit, (3) related correspondence and similar material.~~

### **Authorized Retention:**

~~Retain these records for a period of three (3) calendar years after the expiration date of the permit.~~

### **Recommended Disposition:**

~~Destroy~~

### **NSLAPR staff recommendation:**

Delete this RDA

### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Division of Animal Industry.

### **Justification for Deletion of RDA 1992675:**

During a review of the agency specific retention schedule for the Animal Industry Division, it was determined that records described in this series are a part of the same process as described in RDA: 1992674

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“Large/Small Animal and Avian Species File-Animal Health Certificates”. To streamline the schedule and to be sure all required certificates are covered, we recommend combining all the record series into RDA 1992674.

**F. Title:** ~~Plague Test Record File~~

**RDA:** ~~1992687~~

**Description:**

~~The record series contains the official results of diagnostic testing for plague under the provisions of NRS 561.305(1).~~

**Authorized Retention:**

~~Retain these records for a period of three (3) calendar years following date of report of findings.~~

**Recommended Disposition:**

~~Destroy~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Division of Animal Industry.

**Justification for Deletion of RDA 1992687:**

During a review of the agency specific retention schedule for the Agriculture: Animal Industry Division, it was determined that records described in RDA 1992687 “Plague Test Record File” and RDA 1982688 “Rabies Test Record File”, have the same process and are under the same provisions of NRS and NAC. as this series. To streamline the schedule and to be sure all required test results are covered, we recommend combining all the record series into RDA 1992685 Diagnostic Testing Records – Negative Results.

**G. Title:** ~~Rabies Test Record File~~

**RDA:** ~~1992688~~

**Description:**

~~The record series contains the official results of diagnostic testing for rabies under the provisions of NRS 561.305(1).~~

**Authorized Retention:**

~~Retain these records for a period of three (3) calendar years following date of report of findings.~~

**Recommended Disposition:**

~~Destroy~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Division of Animal Industry.

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**Justification for Deletion of RDA 1992688:**

During a review of the agency specific retention schedule for the Agriculture: Animal Industry Division, it was determined that records described in RDA 1992687 “Plague Test Record File” and RDA 1982688 “Rabies Test Record File”, have the same process and are under the same provisions of NRS and NAC. as this series. To streamline the schedule and to be sure all required test results are covered, we recommend combining all the record series into RDA 1992685 Diagnostic Testing Records – Negative Results.

**2. Department of Health and Human Services, Division of Welfare Support Services,  
Quality Control**

**A. Title:** ~~Quality Control Computer Reports~~

**RDA:** ~~2006175~~

**Description:**

~~This record series contains reports printed either on a regular basis or upon request and used to retrieve statistically valid samples of cases for quality control reviews. The files include computer generated reports from the old legacy system, the NOMADS system, other Welfare Division databases, other state agency databases (including some from Employment Security Division) and county databases.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Welfare Support Services, Quality Control.

**Justification for Deletion of RDA 2006175:**

Based on the description, these are databases. Databases are considered non-records. This, coupled with verbiage changes made to RDA 2006178 “Quality Control District Office Review Records”, staff and the agency recommend the deletion of this RDA.

**B. Title:** ~~Quality Control Review Files: Child Care~~

**RDA:** ~~2006176~~

**Description:**

~~This records series consists of reviews performed by the Quality Control section. Cases are randomly selected for review by computer. Review jackets may contain copies of material from the individual files of selected cases and includes a reviewer worksheet. The files also contain a worksheet and other documentation which contains data on: review summary, case information, detailed error findings, payment and policy review information, and provider information.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

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**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Welfare Support Services, Quality Control.

**Justification for Modification of RDA 2006176:**

Based on the description, these are datasets and copies of records. Datasets and copies are considered non-records. This, coupled with verbiage changes made to RDA 2006177 "Quality Control District Office Review Records", staff and the agency recommend the deletion of this RDA.

**3. Department of Health and Human Services, Division of Welfare Support Services,  
Information Systems Services**

- A. Title: ~~Electronic Temporary Assistance of Needy Families (TANF) / Employment & Training Files~~  
RDA: 2006182

**Description:**

~~This documents the data entered, received and maintained for the administration of the TANF and related Employment & Training programs of the Welfare Division by the Information Services Bureau of the Division. The electronic record keeping systems include the NOMADS and other computer systems within the division. The electronic record keeping systems include data on: TANF eligibility and benefits received; forms, reports & correspondence concerning the Internal Revenue Service (IRS); forms, reports & correspondence concerning the Social Service Administration (SSA); forms, reports & correspondence concerning the Employment Security Department (ESD); Employment and Training Program eligibility and services received.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Office for the Department of Health and Human Services, Division of Welfare Support Services, Information Systems Services.

**Justification for Deletion of RDA 2006182:**

The original justification for the creation of this records series was to address electronic records as a medium, and electronic databases utilized by the agency. Databases are considered a non-record and electronic medium is not a basis for records retention. In addition, any record mentioned in the description of this records series has been addressed in the agency's Program and Field Operations schedule under RDA



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2004071 "Temporary Assistance for Needy Families (TANF) Case Files (District Offices)". As such, staff and the agency recommend the deletion of this RDA.

**B. Title:** ~~Electronic EAP (Energy Assistance Program) Files~~

**RDA:** ~~2006184~~

**Description:**

~~This documents the data entered, received and maintained for the administration of the EAP in accordance with 42 U.S.C. § 8621 et. Seq. and Title 38 of Nevada Revised Statutes "Public Welfare." The electronic files are maintained by the Information Services Bureau of the Division. The electronic record keeping systems include the NOMADS and other computer systems within the division. The data includes information on: applicant (name, address, SSN, etc.), eligibility determination, services / benefits received, accounting data (monies expended, encumbered, etc.), vendor information and related information.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Office for the Department of Health and Human Services, Division of Welfare Support Services, Information Systems Services.

**Justification for Deletion of RDA 2006181:**

The original justification for the creation of this records series was to address electronic records as a medium, and electronic databases utilized by the agency. Databases are considered a non-record and electronic medium is not a basis for records retention. In addition, any record mentioned in the description of this records series has been addressed in the agency's Energy Assistance Program schedule under RDA 2003203 "EAP Client Files". As such, staff and the agency recommend the deletion of this RDA.

**C. Title:** ~~Electronic Food Stamp Files~~

**RDA:** ~~2006179~~

**Description:**

~~This documents the data entered, received and maintained for the administration of the Food Stamp program of the Welfare Division by the Information Services Bureau of the Division. The electronic record keeping systems include the NOMADS and other computer systems within the division. The electronic record keeping systems include data on: names, address, SSN, birthdate, citizenship, eligibility, benefits received, data concerning the Internal Revenue Service (IRS), data concerning Child Support Enforcement and similar data.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

**Recommended Disposition:**

~~Destroy Securely~~

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### **NSLAPR staff recommendation:**

Delete this RDA.

### **Agency review:**

The appraisal is supported by the Records Office for the Department of Health and Human Services, Division of Welfare Support Services, Information Systems Services.

### **Justification for Deletion of RDA 2006179:**

The original justification for the creation of this records series was to address electronic records as a medium, and electronic databases utilized by the agency. Databases are considered a non-record and electronic medium is not a basis for records retention. In addition, any record mentioned in the description of this records series has been addressed in the agency's Program and Field Operations schedule under RDA 2002133 "Eligibility Case Files (District Offices)". As such, staff and the agency recommend the deletion of this RDA.

**D. Title:** ~~Electronic TANF Time Limits Files~~

**RDA:** ~~2004072~~

### **Description:**

~~This record series is used in the administration of the Temporary Aid to Needy Families (TANF) program as authorized by 42 U.S.C. §§ 601 et seq. (Title IV Part A of the Social Security Act) by the Information Services Bureau of the Welfare Division. The record may contain data documenting: case ID, name, Federal time limit (60 months) data (out of state months and Nevada months with totals), unemployment code, last month counted, 60-month system override (adult and child indicators), Nevada time limits counted (24 months), 12-month sit-out (beginning and ending dates), Hardship codes, Hardship denial codes, and related data.~~

### **Authorized Retention:**

~~Retain all data on TANF cases for thirty (30) calendar years from the end of the calendar year in which the benefits were approved or initially denied. Provision must be made for the migration of the data in accordance with NAC 239.698.~~

### **Recommended Disposition:**

~~Destroy Securely~~

### **NSLAPR staff recommendation:**

Delete this RDA.

### **Agency review:**

The appraisal is supported by the Records Office for the Department of Health and Human Services, Division of Welfare Support Services, Information Systems Services.

### **Justification for Deletion of RDA 2004072:**

The original justification for the creation of this records series was to address electronic records as a medium, and electronic databases utilized by the agency. Databases are considered a non-record and electronic medium is not a basis for records retention. In addition, any record mentioned in the description of this records series has been addressed in the agency's Program and Field Operations schedule under RDA 2004071 "Temporary Assistance for Needy Families (TANF) Case Files (District Offices)". As such, staff and the agency recommend the deletion of this RDA.

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**E. Title:** ~~Electronic Welfare System Files~~

**RDA:** 2006183

**Description:**

~~This documents the data entered, received and maintained for the administration of the various programs of the Welfare Division (except TANF) by the Information Services Bureau of the Division. The electronic record keeping systems include the NOMADS and other computer systems within the division. The electronic record keeping systems include data for the following services and programs: Eligibility; Medical Assistance to the Aged, Blind and Disabled (MAABD); Supplemental Security Income/State Data Exchange (SSI/SDX); Beneficiary Data Exchange (BENDEX); Internal Revenue Service (IRS); Referral; Welfare Security System; Employment Security Department (ESD); Header System; Buy-in; Claims Processing; Child Support Enforcement, and others.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Office for the Department of Health and Human Services, Division of Welfare Support Services, Information Systems Services.

**Justification for Deletion of RDA 2006183:**

The original justification for the creation of this records series was to address electronic records as a medium, and electronic databases utilized by the agency. Databases are considered a non-record and electronic medium is not a basis for records retention. In addition, any record mentioned in the description of this records series has been addressed in the agency's Program and Field Operations schedule under RDA 2002133 "Eligibility Case Files (District Offices)" and RDA 2002134 "Medical Assistance to the Aged, Blind and Disabled (MAABD) Service Case Files". As such, staff and the agency recommend the deletion of this RDA.

**4. Department of Administration, Division of Human Resource Management, Consultation and Accountability**

**A. Title:** ~~Grievance and Complaint Files: Log of EMC Decision Papers~~

**RDA:** 2004036

**Description:**

~~This record series is used to provide access to the files of decisions made by the Employee Management Committee. The file consists of a log containing the name of the employee(s), date of grievance or complaint, date of hearing before the EMC, date of the decision of the EMC, and similar information.~~

**Authorized Retention:**

~~Retain these records for a period of ten (10) calendar years from the date of the decision.~~

**Recommended Disposition:**

~~Destroy Securely~~

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**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Division of Human Resource Management, Consultation and Accountability.

**Justification for Deletion of RDA 2004036:**

According to the agency, this is a find aid used for internal tracking only. As such, finding aids are considered a non-record. Therefore, staff and the agency recommend the deletion of this records series.

**B. Title:** ~~Appeals Audio Recordings~~

**RDA:** ~~2004039~~

**Description:**

~~These are the audio recordings of personnel disciplinary appeals heard before a Hearings Officer.~~

**Authorized Retention:**

~~Retain these records for a period of one (1) calendar year from the end of the calendar year to which they pertain.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Division of Human Resource Management, Consultation and Accountability.

**Justification for Deletion of RDA 2004039**

The Department of Administration, Division of Human Resource Management no longer creates these records, and all records have been destroyed per retention. The official record is held by the Department of Administration, Hearing and Appeals Division RDA 1989100 "Recordings of Hearings". Staff and the agency recommend the deletion of this records series.

**C. Title:** ~~Appeals Files (Disciplinary Actions)~~

**RDA:** ~~2004037~~

**Description:**

~~This record series is used to document the personnel disciplinary actions appealed to a hearings officer involving suspension, demotion, termination, involuntary transfers and/or whistleblower complaints. The core file consists of Formal Appeal of Disciplinary or Involuntary Transfer form (NPD-54) or original letter requesting an appeal, copies of documents from the personnel service jacket, document index, Specificity of Charges form (NPD-41) [note: involuntary transfers and whistleblower complaints will not have this form] and related correspondence with original appeal. The files may also contain: motions, decisions, exhibits, copies of applications (NPD-1), work performance standards, job descriptions, job~~

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~~announcements, Personnel/Payroll Actions forms (NPD-35), "Request for Hearing Under the Provisions of NRS 281.641 (Whistleblower Law)" (NPD-53), resignation forms (NPD-36), Employee Development Report form (NPD-15), Written Reprimands (NPD-52), audio and visual tapes, photos and similar documents.~~

### **Authorized Retention:**

~~Retain this record series for a period of two (2) calendar years from the date of the decision of the hearings officer, or the date the appeal was withdrawn, settled or dismissed.~~

### **Recommended Disposition:**

~~Destroy Securely~~

### **NSLAPR staff recommendation:**

Delete this RDA

### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Division of Human Resource Management, Consultation and Accountability.

### **Justification for Deletion of RDA 2004037**

The Department of Administration, Division of Human Resource Management no longer creates these records, and all records have been destroyed per retention. The official record is held by the Department of Administration, Hearing and Appeals Division. Staff and the agency recommend the deletion of this records series.

**D. Title:** ~~Career Development Examinations~~

**RDA:** 2005143

### **Description:**

~~This record series administers and documents the research and reviews that are done to create and validate examinations used in the recruiting process conducted by the Department of Personnel. The files may contain, but is not limited to: Lists of subject matter experts, subject matter expert profiles, etc.; Copies of class specifications, lists of tasks for knowledge & skills & abilities, Job Analysis (rating process for knowledge & skills & abilities), etc; Examination evaluations with sample testing, test category analysis, examinee evaluations, item analysis of tests, charts, graphs, statistical analysis, reviews, copies of tests that have been developed, and; Related correspondence.~~

### **Authorized Retention:**

~~Retain these records for a period of three (3) calendar years from the date of the examination or finalization of any appeal process, whichever is later.~~

### **Recommended Disposition:**

~~Destroy Securely~~

### **NSLAPR staff recommendation:**

Delete this RDA

### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Division of Human Resource Management, Consultation and Accountability.

### **Justification for Deletion of RDA 2005143**

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The Department of Administration, Division of Human Resource Management no longer creates these records, and all records have been destroyed per retention. Staff and the agency recommend the deletion of this records series.

**E. Title:** ~~Employee Assistance Program Case Files~~

**RDA:** ~~2009014~~

**Description:**

~~These records are used in the evaluation and treatment of employees using the services of the Employee Assistance Program (See NRS 284.4062, NAC 284.598 and NAC 284.892). These records may include, but are not limited to: Referrals with associated documentation; Appointment records; Agreements; Employee/family personal information; Release of information forms; Assessment records, counseling and consultation records, treatment plans, etc., and; Related correspondence and similar documents. —~~

**Authorized Retention:**

~~Retain these records for a period of six (6) calendar years from the completion of Program services.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Administration, Division of Human Resource Management, Consultation and Accountability.

**Justification for Deletion of RDA 2009011:**

According to the agency, these records are not unique to the agency but rather fall under the General Schedule RDA 1995086 "Legal: Contracts and Agreements". Staff and the agency recommend the deletion of this RDA in lieu of following the General Records Retention Schedule.

<b>Discussion and Vote:</b>
Harry Ward indicated Attachment D started on page 48 of the agenda. The proposals in Attachment D were approved as presented. The motion was made by Alisanne Maffei and the second was by Harry Ward. The vote was unanimous.

### **7: Attachment E. Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule**

<b>Discussion and Vote:</b>
As there were no action items, there was no discussion or vote.

### **8: Discuss future agenda items**

<b>Discussion:</b>
Sara Martel recommended cancelling the May 2022 meeting. She stated the Archives and Records section is working to fill the Records Analyst II position. The Committee discussed future agenda items to be brought before the Records Committee in a future meeting: Department of Agriculture, Division of Food

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and Nutrition, Welfare Support Services, DPBH Vital Records, and General Schedule request for agency specific guidelines regarding case file longevity for the Attorney General's Office.

**9: Public Comment**

There was no public comment made or received by staff via e-mail or phone during the meeting.

**10: Determine time of next meeting**

The next meeting will be held June 8, 2022 at 1:15 pm via teleconference.

**11: Adjourn**

The meeting was adjourned at 1:37 pm by the Chair, Kim Perondi.



## Attachment B

### Proposed New RDAs for Agency Specific Records Retention Schedules

#### 1. Department of Conservation and Natural Resources, Director's Office – Administrative Services

##### A. Title: *Conservation and Recreation Protection Grant Program – Conserve Nevada Program Records* RDA: 2022002

###### **Description:**

*These records document the Conservation and Recreation Protection Grant Program as authorized by Chapter 6, Statutes of Nevada 2001 Special Session. The files may include but are not limited to: applications with associated documentation; review/rating documentation; maps, plans photos etc; monitoring records, reports, deeds, titles, contracts, etc; fiscal documents such as outlay requests, workplans, workplan amendments, project budgets, reimbursement records and fiscal reporting; associated documentation, and related correspondence. Note: This record series is for Conservation and Recreation Protection Grant Program records created in 2019 and later. For Conservation and Recreation Protection Grant Program records created prior to 2019, please see the retention schedule for the Division of State Lands (RDA 2011016).*

###### **Authorized Retention:**

*Retain for six (6) fiscal years from the end of the fiscal year in which the final redemption of the bond was issued.*

###### **Recommended Disposition:**

*Permanent: Transfer to State Archives*

###### **NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal, and archival values.

###### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Director's Office - Administrative Services.

###### **Justification for New RDA 2022002:**

Based on discussions with the Records Officer and the Conserve Nevada Program Manager, the management of the Conservation and Recreation Protection Grant Program, was transferred to the Director's Office per Assembly Bill 84 passed by the Nevada Legislature in 2019. Prior to 2019 the program, formerly known as the Question One Program, was managed by the Division of State Lands. The Division of State Lands will continue to be the Office of Record and manage the records created prior to 2019, so the record series will not be transferred to the Director's Office. The Director's Office will be the Office of Record for the program records, now known as the Conserve Nevada Program, created in 2019 and later. As such, a new record series with corresponding descriptions, retentions, and dispositions is recommended. A retention period of six fiscal years is recommended to match the requirement on the "Tax-Exempt Bond Issuance Request Form" issued by the State Treasurer's Office. Section 10 of that form states: "Agency will: (a) Retain all records for the life of the bonds plus six years; (b) If a bond is refunded, the refunding bond is treated as replacing the original new money issue thus all material records relating to the original new money issue and the refunding issue will be maintained until at least six years after the final redemption of both bond issues". It is recommended that "Resource" be modified to "Recreation" to align with current regulations. The State Archives Manager has reviewed the recommended changes and agrees with the change in retention from ten to six years.

## Attachment B

### Proposed New RDAs for Agency Specific Records Retention Schedules

#### 2. Department of Health and Human Services, Division of Public and Behavioral Health, Office of Vital Records

##### A. Title: *Vital Records: Affidavits of Correction to Death Records*

RDA: 2021012

**Description:**

*These records document the correction of death records which do not rise to the level of requiring a record to be sealed (NRS and NAC 440). The records may include but are not limited to: Affidavits of Correction, certified court orders, associated documentation, and related correspondence.*

**Authorized Retention:**

*Retain for fifty (50) calendar years from the end of the calendar year in which the affidavit was submitted.*

**Recommended Disposition:**

*Permanent: Transfer to State Archives*

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Office of Vital Records.

**Justification for New of RDA 2021012:**

The creation of this records series will allow the agency to retain death related Affidavits of Correction more effectively based on the necessary retention, per NRS 440.125, timeframe of 50 calendar years which is significantly different than birth records which require a retention of 125 calendar years. This retention period would ensure the agency is the office of record during the required period of confidentiality, and the record would be transferred to the State Archives after that period expires. Staff, the agency, and the State Archives Manager recommend the creation of this records series.

**NRS 440.125 State Registrar required to ensure security and confidentiality of vital statistics; release of certain vital statistics.**

1. In accordance with the regulations adopted by the Board, the State Registrar shall ensure the security and confidentiality of vital statistics maintained by his or her office.

2. Except as otherwise provided in this section and [NRS 440.170](#), [440.175](#) and [440.650](#), information relating to vital statistics may be released:

(a) If the vital statistic is a certificate of birth, 125 years after the date of the birth.

(b) If the vital statistic is a certificate of death, 50 years after the date of the death.

(Added to NRS by [2013, 147](#))

#### 3. Department of Taxation, Revenue Division

##### A. Title: *Lien Records*

RDA: 2022003

**Description:**

*These records document the filing, renewing, and releasing of liens on real and personal property for defaulted payment of taxes (NRS chapters, 360.450, 360.460 and 360.473). The records may include, but are not limited to: lien request forms, lien certificates, lien demand notices, notification letters, county recorder instruction letters, partial and full release letters, related tax*

## Attachment B

### Proposed New RDAs for Agency Specific Records Retention Schedules

*returns, audit schedules or other financial determinations and supporting documentation, associated documentation, and related correspondence.*

**Authorized Retention:**

*Retain for five (5) calendar years from the end of the calendar year in which the lien was last renewed, the liability was satisfied, or otherwise discharged.*

**Recommended Disposition:**

*Destroy Securely*

**NSLAPR staff recommendation:**

The retention period meets administrative, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Taxation, Revenue Division.

**Justification for New RDA 2022003:**

Although not stated in the description, the Department currently follows the retention for "Tax Returns" since the justification for the retention was based on the statutory requirements for liens. Discussion with the Department indicates that lien records are stored separately from the tax returns, and there is no administrative, legal, or fiscal requirement to retain the tax returns the same amount of time as the lien records. Since there is no limit on the number of times a lien can be renewed, staff recommends a retention of five calendar years from the end of the calendar year in which the lien was last renewed, the liability was satisfied, or otherwise discharged. As these records contain confidential information, staff recommends a disposition of "Destroy Securely".

**NRS 360.460 Extension of lien.** The lien may, within 5 years of the date of the judgment or within 5 years of the last extension of the lien in the manner herein provided, be extended by recording in the office of the county recorder an abstract or copy of the judgment, and from the time of such recording, the lien shall be extended upon the property in such county for 5 years unless sooner released or otherwise discharged.  
(Added to NRS by [1971, 924](#))

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

#### 1. Department of Conservation and Natural Resources, Director's Office - Administrative Services

- A. Title: *Revolving Fund and Account for Set-Aside Programs Records* ~~State Revolving Fund Project and Loan Payment Files (Drinking or Clean Water)~~ RDA: 1995039

**Description:**

*These records document long term revolving loans (20 years) issued by the Office of Financial Assistant for construction of publicly owned wastewater treatment facilities or publicly/privately owned drinking water facilities (Safe Drinking Water Act 42 U.S.C. §§ 300f et seq., NRS 445A.225 et seq. and the Clean Water Act NRS 349.935 et seq.). The records may include but are not limited to: loan pre-applications, loan applications with supportive documentation, letters of intent, income surveys, environmental documentation, Board of Financing Water Projects determinations, loan documentation (loan commitment, contract, repayment schedule, repayments, disbursements, categorical exclusions, and public notices), requests for additional funds with supportive documentation, associated documentation, and related correspondence.* ~~Documentation of the Office of Financial Assistance of long-term (20 years) revolving loans granted for the purpose of constructing publicly owned wastewater treatment works or publicly/privately owned drinking water facilities in accordance with the Safe Drinking Water Act (42 U.S.C. §§ 300f et seq., NRS 445A.225 et seq.) and the Clean Water Act (See NRS 349.935 et seq.). The files may contain, but are not limited to: Board for Financing Water Projects Resolution, including loan commitment, loan repayment schedule, categorical exclusion and copy of public notice; Loan pre-application; Loan application with associated documentation; Request for additional funds with supportive documentation; Income surveys; Letter of Intent; Environmental information; Loan contract; Loan disbursements; Loan repayments and; Related correspondence~~

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ twenty-three (23) calendar years from the *end of the calendar year in which the loan was closed.* ~~date of the loan contract.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Director's Office - Administrative Services and the Nevada Division of Environmental Protection – Bureau of Administrative Services.

**Justification for Modification and Transfer of RDA 1995039:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "these records", "a period of", and "date of the loan contract" replacing it with "end of the calendar year in which the loan is closed" to make a more consistent and defined trigger event. Finally, according to the agency, they are not the office of record. The office of records is the Division of Environmental Protection's Bureau of Administrative Services. The agency and Records staff recommend transferring this records series to the newly created Bureau of Administrative Services retention schedule.

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

#### 2. Department of Conservation and Natural Resources, Division of State Lands

- A. Title:** Conservation and ~~Resource~~ **Recreation** Protection Grant Program (~~Question One Grant~~)  
~~Files~~ **Conservation Bond Program Records** **RDA:** 2011016

**Description:**

These records document the Conservation and ~~Resource~~ **Recreation** Protection Grant Program authorized by Chapter 6, Statutes of Nevada 2001 Special Session (~~also known as the Question One Program~~). The files may include but are not limited to: ~~A~~pplications with associated documentation; ~~R~~eview/rating documentation; ~~M~~aps, plans, photos, etc.; ~~M~~onitoring records; ~~R~~eports; ~~Copies of~~ deeds, titles, contracts, etc.; *fiscal documents such as outlay requests, workplans, workplan amendments, project budgets, reimbursement records and fiscal reporting; associated documentation, and related correspondence. Note: This record series is for Conservation and Recreation Protection Grant Program records created prior to 2019. For Conservation and Recreation Protection Grant Program records created after 2019, please see the retention schedule for Conservation and Natural Resources, Director's Office (RDA 2022022).*

**Authorized Retention:**

~~Retain these records for ten (10) calendar years from the end of the grant project.~~ *Retain for six (6) fiscal years from the end of the fiscal year in which the final redemption of the bond was issued.*

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal, and archival values.

**Agency review:**

The appraisal is supported by the Records Officers for the Department of Conservation and Natural Resources, Division of State Lands and Director's Office – Administrative Services.

**Justification for Modification and Transfer of RDA 2011016:**

Based on discussions with the Records Officer and the Conserve Nevada Program Manager, the management of the Conservation and Recreation Protection Grant Program, was transferred to the Director's Office per Assembly Bill 84 passed by the Nevada Legislature in 2019. Prior to 2019 the program, formerly known as the Question One Program, was managed by the Division of State Lands. The Division of State Lands will continue to be the Office of Record and manage the records created prior to 2019, so the record series will not be transferred to the Director's Office. The Director's Office will be the Office of Record for the program records, now known as the Conserve Nevada Program, created in 2019 and later. As such, a new record series with corresponding descriptions, retentions, and dispositions is recommended. A retention period of six fiscal years is recommended to match the requirement on the "Tax-Exempt Bond Issuance Request Form" issued by the State Treasurer's Office. Section 10 of that form states: "Agency will: (a) Retain all records for the life of the bonds plus six years; (b) If a bond is refunded, the refunding bond is treated as replacing the original new money issue thus all material records relating to the original new money issue and the refunding issue will be maintained until at least six years after the final redemption of both bond issues". It is recommended that "Resource" be modified to "Recreation" to align with current regulations. The State Archives Manager has reviewed the recommended changes and agrees with the change in retention from ten to six years.

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

#### 3. Department of Health and Human Services, Division of Public and Behavioral Health, Office of Vital Records

A. Title: Vital Records: Affidavits of Corrections ~~to Birth Records~~ ~~File~~

RDA: 2000006

**Description:**

*These records document the correction of birth records which do not rise the level of requiring a record to be sealed (NRS and NAC 440). The records may include but are not limited to: Affidavits of Correction, certified court orders, associated documentation, and related correspondence.*

~~This record series documents and administers the minor alterations to birth and death records (which do not require the sealing of the record). The record series includes: original Affidavits of Corrections giving authority for correcting errors on birth and death certificates, Certified Court Orders giving authority to change an original certificate of birth and related documentation (see NRS 440.150, and NAC 440.026 through 440.040 and 440.080).~~

**Authorized Retention:**

**Retain for one hundred and twenty-five (125) calendar years from the end of the calendar year in which the affidavit was submitted.** ~~Retain this record series permanently.~~

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Office of Vital Records.

**Justification for Modification of RDA 2000006:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Specifically, staff recommends removing the reference to death records, which have a different retention need. In order to address this need, a new records series is proposed in this retention schedule RDA 2021012 Vital Records: Affidavits of Corrections to Death Records which addresses the different retention timeframe. In addition, since a retention of 125 years is the amount of time these records remain confidential staff recommends the deletion of "Retain this record series permanently" replacing it with "Retain for one hundred and twenty-five (125) calendar years from the end of the calendar year in which the affidavit was submitted" would ensure the agency is the office of record during the required period of confidentiality, and the record would be transferred to the State Archives after that period expires.

**NRS 440.125 State Registrar required to ensure security and confidentiality of vital statistics; release of certain vital statistics.**

1. In accordance with the regulations adopted by the Board, the State Registrar shall ensure the security and confidentiality of vital statistics maintained by his or her office.

2. Except as otherwise provided in this section and [NRS 440.170](#), [440.175](#) and [440.650](#), information relating to vital statistics may be released:

- (a) If the vital statistic is a certificate of birth, 125 years after the date of the birth.
- (b) If the vital statistic is a certificate of death, 50 years after the date of the death.

(Added to NRS by [2013, 147](#))



## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

**B. Title:** Vital Records: Amended Records ~~File~~

**RDA:** 2000005

**Description:**

These records document the amendment of vital records ~~as allowed by law~~. The record may *include* ~~contain~~ but is not limited to: ~~Copies of~~ *amended* certificates (birth, marriage, death, adoption, *etc.*); ~~Court orders to change original documents; Associated material (such as copy of N~~otarized ~~S~~statements of ~~P~~aternity, ~~etc.~~); *associated documentation, and R*elated correspondence.

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ one-hundred (100) calendar years from the *end of the calendar year in which the amendment was finalized*. ~~finalization of the change.~~

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Office of Vital Records.

**Justification for Modification of RDA 2000005:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records”, “a period of”, and “finalization of the change” replacing it with “end of the calendar year in which the amendment was finalized” to ensure a more consistent and defined trigger event.

**C. Title:** Vital Records: Certificates *s* of Birth

**RDA:** 2000013

**Description:**

*These records document the certificates of birth for all births occurring in the State of Nevada (NRS 440.160(1)). The records may include but are not limited to: certificates of birth and associated documentation.* ~~This record series contains the original certificate of birth for all births occurring in the State of Nevada from July 1, 1911 through the present.~~

**Authorized Retention:**

*Retain for one hundred and twenty-five (125) calendar years from the end of the calendar year in which the birth occurred.* ~~Retain this record series permanently as required by NRS 440.160 (1).~~

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Office of Vital Records.

**Justification for Modification of RDA 2000013:**



## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, since a retention of 125 years is the amount of time these records remain confidential staff recommends the deletion of "Retain this record series permanently" replacing it with "Retain for one hundred and twenty-five (125) calendar years from the end of the calendar year in which the birth occurred" would ensure the agency is the office of record during the required period of confidentiality, and the record would be transferred to the State Archives after that period expires.

#### **NRS 440.125 State Registrar required to ensure security and confidentiality of vital statistics; release of certain vital statistics.**

1. In accordance with the regulations adopted by the Board, the State Registrar shall ensure the security and confidentiality of vital statistics maintained by his or her office.

2. Except as otherwise provided in this section and [NRS 440.170](#), [440.175](#) and [440.650](#), information relating to vital statistics may be released:

(a) If the vital statistic is a certificate of birth, 125 years after the date of the birth.

(b) If the vital statistic is a certificate of death, 50 years after the date of the death.

(Added to NRS by [2013, 147](#))

**D. Title:** Vital Records: Certificates of Death

**RDA:** 2000015

#### **Description:**

*These records document the certificates of death for all deaths occurring in the State of Nevada (NRS 440.160(1)). The records may include but are not limited to: certificates of death and associated documentation. This record series contains the original certificate of death for all deaths occurring in the State of Nevada from July 1, 1911 through the present.*

#### **Authorized Retention:**

*Retain for fifty (50) calendar years from the end of the calendar year in which the death occurred.*

~~*Retain this record series permanently as required by NRS 440.160 (1).*~~

#### **Recommended Disposition:**

Permanent: Transfer to State Archives

#### **NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Office of Vital Records.

#### **Justification for Modification of RDA 2000015:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, since a retention of 50 years is the amount of time these records remain confidential staff recommends the deletion of "Retain this record series permanently" replacing it with "Retain for fifty (50) calendar years from the end of the calendar year in which the death occurred" would ensure the agency is the office of record during the required period of confidentiality, and the record would be transferred to the State Archives after that period expires.

#### **NRS 440.125 State Registrar required to ensure security and confidentiality of vital statistics; release of certain vital statistics.**

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

1. In accordance with the regulations adopted by the Board, the State Registrar shall ensure the security and confidentiality of vital statistics maintained by his or her office.
2. Except as otherwise provided in this section and [NRS 440.170](#), [440.175](#) and [440.650](#), information relating to vital statistics may be released:
  - (a) If the vital statistic is a certificate of birth, 125 years after the date of the birth.
  - (b) If the vital statistic is a certificate of death, 50 years after the date of the death.(Added to NRS by [2013, 147](#))

**E. Title:** Vital Records: Delayed Birth Records

**RDA:** 2000017

**Description:**

*These records document the delayed or altered filing of birth certificates (NRS 440.630). The records may include but are not limited to: filed birth certificates indicating the alteration or delay with supporting documentation. This record series documents and administers the alteration of birth certificates. The files may consist of, but are not limited to the delayed or altered certificates filed in accordance with NRS 440.630 and supporting documentation.*

**Authorized Retention:**

*Retain for one hundred and twenty-five (125) calendar years from the end of the calendar year in which the delayed or altered certificate was received. Retain this record series permanently as required NRS 440.160 (1) and 440.630 (3).*

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Office of Vital Records.

**Justification for Modification of RDA 2000017:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, since a retention of 125 years is the amount of time these records remain confidential, staff recommends the deletion of "Retain this record series permanently" replacing it with "Retain for one hundred and twenty-five (125) calendar years from the end of the calendar year in which the delayed or altered certificate was received" would ensure the agency is the office of record during the required period of confidentiality, and the record would be transferred to the State Archives after that period expires.

**NRS 440.125 State Registrar required to ensure security and confidentiality of vital statistics; release of certain vital statistics.**

1. In accordance with the regulations adopted by the Board, the State Registrar shall ensure the security and confidentiality of vital statistics maintained by his or her office.
2. Except as otherwise provided in this section and [NRS 440.170](#), [440.175](#) and [440.650](#), information relating to vital statistics may be released:
  - (a) If the vital statistic is a certificate of birth, 125 years after the date of the birth.
  - (b) If the vital statistic is a certificate of death, 50 years after the date of the death.(Added to NRS by [2013, 147](#))

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

F. Title: Vital Records: ~~Certificate Requests~~ ~~Request for Certificates~~

RDA: 2008040

**Description:**

These records document the request for birth and/or death certificates. The records may ~~include~~ ~~contain~~ but are not limited to: ~~R~~requests ~~(letters, forms and similar documents);~~ Related correspondence; Copies of checks and payment ~~documentation, receipts; Similar documentation~~ **associated documentation, and related correspondence.**

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) fiscal years from the end of the fiscal year **in which the request was completed** ~~to which they pertain.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and fiscal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Office of Vital Records.

**Justification for Modification of RDA 2008040:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "these records", "a period of", and "to which they pertain" replacing it with "in which the request was completed" to ensure a more consistent and defined trigger event.

#### 4. Department of Taxation, Revenue Division

A. Title: Business Registration/Permit Files

RDA: 2015002

**Description:**

These records ~~are used to administer and~~ document the **registration**/licensing **or permitting** of businesses ~~or permitting~~ for the purposes of tax and fee collection. The records may ~~include~~ ~~contain~~, but are not limited to: Nevada ~~b~~Business ~~r~~Registration **forms** and Supplemental Registration with related **and supportive** documentation,; ~~Sales Tax Account tax and license c~~Closeout ~~r~~Requests **and with** supportive **documentation** records,; ~~n~~Notices of reinstatement/**renewal** and **supportive documentation or forms** ~~other insurance and surety company forms,; Pledge of Securities, copies of surety bonds, Bond of Retailer and/or user and notarized statements,; Affidavit of qualification,; Explanation of Claim for Bond and related documents;~~ **associated documentation, and** ~~r~~Related correspondence.

**Authorized Retention:**

**Retain for eight (8) calendar years from the end of the calendar year the registration, renewal, or reinstatement was filed with the Department.** ~~Retain these records for a period of eight (8) calendar years from the end of the calendar year in which the associated account(s) were closed.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative, and legal values.

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Taxation, Revenue Division.

#### **Justification for Modification of RDA 2015002:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately and concisely. "Pledge of Securities, copies of surety bonds, Bond of Retailer and/or user and notarized statements,; Affidavit of qualification,; Explanation of Claim for Bond and related documents" were removed from the description and incorporated into "Surety Bond Claim Files", RDA 1998066. In addition, staff recommends the deletion of "Retain these records for a period of eight (8) calendar years from the end of the calendar year in which the associated account(s) were closed", replacing it with "Retain for eight (8) calendar years from the end of the calendar year the registration, renewal, or reinstatement is filed with the Department. According to the agency, their trigger event is based on when business taxes are filed with the Department and not when the business entity closes as per NRS 372.735(3). As the Department enters all data from the application into their internal database, even though the original hard-copy registration forms will be destroyed per this record series, the information is retained and can be made available as needed. To comply with NRS 372.735 and 360.355, staff recommends a retention period of 8 years to accommodate the longest requirement. In addition, the State Archivist has reviewed the records for historical preservation and has requested that these records not be sent to the State Archives.

#### **NRS 372.735 Records to be kept by sellers, retailers and others.**

1. Every seller, every retailer, and every person storing, using or otherwise consuming in this State tangible personal property purchased from a retailer shall keep records, receipts, invoices and other pertinent papers in such form as the Department may require.
2. Every seller, retailer or person who files the returns required under this chapter shall keep the records for not less than 4 years from their making unless the Department in writing sooner authorizes their destruction.
3. Every seller, retailer or person who fails to file the returns required under this chapter shall keep the records for not less than 8 years from their making unless the Department in writing sooner authorizes their destruction.

(Added to NRS by [1979, 430](#))

#### **NRS 360.355 Time for provision of notice of determination.**

1. Except as otherwise provided in subsections 2, 3 and 4 and in NRS 375A.180 and 375B.210, every notice of the determination of a deficiency issued by the Department must be personally served or mailed within 3 years after the last day of the calendar month following the period for which the amount is proposed to be determined or within 3 years after the return is filed, whichever period expires later.
2. In the case of a failure to make a return, or a claim for an additional amount, every notice of determination must be mailed or personally served within 8 years after the last day of the calendar month following the period for which the amount is proposed to be determined.

**B. Title:** Cigarette *and Other Tobacco* Dealer Licensing Records

**RDA:** 1998046

#### **Description:**

~~These records document the licensing of cigarette dealers (See NRS Chapter 370 and NAC Chapter 370). The records may contain but are not limited to: license applications and associated documents, surety bonds, security pledges, bond waiver, claims for refund of excise tax, associated documentation, and related correspondence.~~ *These records document the licensing, administrative control and monitoring, and revenue accounting and reporting of cigarette and/or other tobacco product (OTP) dealers (NRS and NAC chapter 370). The records may include but are not limited to: license applications and supportive documents, bond waivers, claims for refund of excise tax, administrative, statistical, and other supportive reports, monthly stamp inventory reports and*

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

*supportive documentation (including stamp purchase orders and unstamped purchase orders), stamp meter receipts, invoices, stamp receipts, destroyed tax stamp documentation, cigarette seizure forms, purchase contracts for state purchase of stamps, associated documentation, and related correspondence.*

#### **Authorized Retention:**

~~Retain the original application documentation and the three (3) most current years of records for three (3) calendar years from the end of the calendar year in which the certification, registration or license expired.~~  
*Retain for eight (8) fiscal years from the end of the fiscal year in which the records became due or were received, whichever is later.*

#### **Recommended Disposition:**

Destroy

#### **NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Taxation, Revenue Division.

#### **Justification for Modification of RDA 1998046:**

Staff recommends combining the Cigarette RDA's and the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately and concisely. In addition, staff recommends changing the "Authorized Retention" from three (3) years to "eight (8) fiscal years from the end of the fiscal year in which the document(s) became due or were received, whichever is later" and added to the description, "invoices and receipts" and (OTP) to the title and description to provide for a more consistent and defined trigger event and ensure alignment with NRS 370.593. "Surety bonds and security pledges" were removed from the description and incorporated into "Surety Bond Claim Files", RDA 1998066. The agency will comply by following the various retention timeframes. The statutory requirements for the related documents vary from 3-8 years, thus chose 8 years for retention to satisfy all related statute of limitations. Also, as the Department enters all data from the application into their internal database, even though the original hard-copy registration forms will be destroyed per this record series, the information is retained and can be made available as needed.

**C. Title:** Journal Vouchers

**RDA:** 1998059

#### **Description:**

These *records* documents ~~are used to~~ process changes to ~~sales~~ *all* tax and *license* accounts *administered by the Department*, ~~such as bond refunds, removing and transferring credits, and accounts receivables, adjusting and transferring returns, transferring cash bond, refunds of overpayments, and similar.~~ The *records* files may include, but are not limited to: ~~Original and copies of~~ *J*Journal V *v*Vouchers with *supportive* ~~associated~~ documentation,; *j*Journal *v*Voucher *a*Activity *r*reports ~~computer printouts~~,; *d*Data processing *r*reports ~~printouts~~,; *associate* ~~documentation~~, and *r*Related documentation.

#### **Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ six (6) fiscal years from the *end of the* fiscal year *in which the journal voucher change was completed.* ~~to which the records pertain.~~

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative, and fiscal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Taxation, Revenue Division.

**Justification for Modification of RDA 1998059:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately and concisely. In addition, staff recommends the deletion of “these records”, “a period of”, and “to which the records pertain” replacing it with “end of the fiscal year in which the journal voucher change is completed” to create a more consistent and defined trigger event.

**D. Title:** Surety Bond Claims Files

**RDA:** 1998066

**Description:**

These records document claims made against surety companies for defaulted payment of taxes. The ~~records files~~ may include, but are not limited to: ~~Validity~~ *explanation* of surety bond claim documentation, ~~d~~ Demand letters with supportive documentation, *pledge of securities, copies of surety bonds, bond of retailer and/or user and notarized statements, affidavit of qualification,* ~~w~~ Withdrawal of surety bond claim with *supportive documentation related records,* ~~associate documentation, and r~~ Related documentation.

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ six (6) calendar years from the *end of the calendar year in which the date the liability is was* satisfied, or ~~the other~~ final determination ~~has been was~~ made, *whichever occurs later*.

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Taxation, Revenue Division.

**Justification for Modification of RDA 1998066:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more accurately and concisely. “pledge of securities, copies of surety bonds, bond of retailer and/or user and notarized statements, affidavit of qualification” was added to the description to account for the removal of these items in “Business Registration/Permit Files” RDA: 2015002. In addition, staff recommends the deletion of “these records”, “a period of”, “date the”, and “other” replacing it with “end of the calendar year in which the liability is satisfied, or the final determination has been made, whichever occurs later” to create a more consistent and defined trigger event. Since a claim can have a final determination made prior to being satisfied, “whichever occurs later”, is recommended to ensure the proper trigger is utilized.



## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

**E. Title:** Tax Returns

**RDA:** 2012023

#### **Description:**

These records document the actual tax returns reported to the Department of *all tax and license accounts administered by the Department*. ~~, sales and use tax, consumer use tax, and modified business tax (NRS 360, 360B, 363A, 363B, 363C, 363A.120, 368A, 369, 370, 370A, 372, 372A, 372B, 444A, 453D, 482, 680B, and 706 – NAC 360, 363A, 363B, 363C, 368A, 369, 370, 372, 372A, 372B, 453D, and 680B).~~ ~~(NRS 372, 363A, and 363B – NAC 372, 363A, and 363B).~~ ~~(See NRS chapter 372 and NAC chapter 372 and for business tax NRS chapters 363A and 363B, and NAC chapters 363A and 363B).~~ The *records* files may include, but are not limited to: tax returns for *ss*ales and *uu*se *tt*ax, ~~returns;~~ *c*Consumer *uu*se *tt*ax ~~returns;~~ *m*Modified *b*Business *tt*ax ~~returns;~~ *cannabis tax, commerce tax and all other excise tax, d*Delinquent returns including amnesty files; *associate documentation, and* related correspondence.

#### **Authorized Retention:**

Retain ~~these records~~ for ~~a period of fourteen (14)~~ *eight (8)* calendar years from the end of the *calendar year in which the tax return became due or was received, whichever occurs later.* ~~tax reporting year to which they pertain.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Taxation, Revenue Division.

#### **Justification for Modification of RDA 2012023:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately and concisely. In addition, staff recommends the deletion of “these records”, “a period of”, and “tax reporting year to which they pertain.” replacing it with “calendar year in which the tax return became due or was received, whichever occurs later” to create a more consistent and defined trigger event. The original retention of 14 years was approved to accommodate for the requirements of the lien process. As RDA 2022003 “Lien Records” was added to encompass lien documents and their requirements, the justification for 14 years is no longer applicable. Since the statutory requirements for these records range from three to eight years, staff is recommending an eight-year retention period to satisfy all related statute of limitations.



## Attachment D

### Proposed Deletion RDAs for Agency Specific Records Retention Schedules

#### 1. Department of Conservation and Natural Resources, Director's Office - Administrative Services

A. Title: ~~Superfund Grant Accounting Files~~

RDA: 2005078

**Description:**

~~This record series documents the main administrative record created under the "Superfund" (CERCLA, the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601 et seq.). The files may contain: copies of applications, copies of cooperative agreements (including revisions and amendments), grant financial records & reports, property records, procurement records, time & attendance records, site specific technical pre remedial hour reports, related correspondence and similar documents (See 40 CFR 6700 for details of required project records).~~

**Authorized Retention:**

~~Retain these records for a period of period of ten (10) calendar years following the submission of the Expenditure Report to the federal Environmental Protection Agency. See 40 CFR 35.6705.~~

**Recommended Disposition:**

~~Destroy~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Director's Office - Administrative Services, and the Bureau of Corrective Actions.

**Justification for Deletion of RDA 2005078:**

According to the agency, they are not the office of record. The office of record is the Bureau of Corrective Actions. RDA 2004229 Superfund Grant Administrative Records of the Bureau of Corrective Actions' agency specific retention schedule encompasses these records. Therefore, staff and the agency recommend the deletion of this RDA. The records officers for the Director's Office – Administrative Services and the Bureau of Corrective Actions have reviewed the proposed change and they approve of the deletion.

#### 2. Department of Health and Human Services, Division of Public and Behavioral Health, Office of Vital Records

A. Title: ~~Vital Records: Abortion Statistics Report~~

RDA: 2000003

**Description:**

~~This record series is the input document for the electronic database which collects data on abortions performed in Nevada as required by NRS 442.260 (#2). Data is used for statistical purposes only and is reported to the US Center for Health Statistics of the US Public Health Service. Compiled data includes abortions performed in Nevada from 1978 to the present.~~

**Authorized Retention:**

~~Retain Permanently~~

**Recommended Disposition:**

~~Permanent: Held by Agency~~

## Attachment D

### Proposed Deletion RDAs for Agency Specific Records Retention Schedules

**NSLAPR staff recommendation:**  
Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Office of Vital Records.

**Justification for Deletion of RDA 2000003:**

Based on the description the content of this records series is data compiled in a database. Data is considered a non-record. Staff recommends the deletion of this RDA as they are non-records. The agency approves of the proposed changes.

**B. Title:** ~~Vital Records: Alpha Index: Books Listing Births and Deaths 1911 to 1939~~ **RDA:** 2000007

**Description:**

~~These records document the alphabetical listings of births and deaths in Nevada dating from 1911 to 1939. This record series contains alphabetical listing by year of births and deaths in Nevada from 1911-1939. See NRS 440.160(1). There are a total of 6 large (10 X 16) bound books (3 volumes each for births and deaths) which are handwritten with the ending volume of each category typewritten.~~

**Authorized Retention:**

~~Retain this record series permanently.~~

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~

**NSLAPR staff recommendation:**  
Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Office of Vital Records.

**Justification for Deletion of RDA 2000007:**

According to the agency, these records are no longer created as they are referenced in the records series. These records have been transferred to the Archives for historical preservation. Staff recommends that is RDA be deleted. The agency and the State Archives Manager agree with this recommendation.

**C. Title:** ~~Vital Records: Alpha Index: Listing of Marriages and Divorces~~ **RDA:** 2000014

**Description:**

~~This record series is an alphabetical name index used as a finding aid to the marriages and divorces occurring in Nevada from 1968 to the present (See NRS 440.165). This index is created from the Divorce Statistics Data Base (RDA# 2000-019) and Marriage Statistics Data Base (RDA# 2000-021).~~

**Authorized Retention:**

~~Retain this record series permanently.~~

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~

**NSLAPR staff recommendation:**  
Delete this RDA.

## Attachment D

### Proposed Deletion RDAs for Agency Specific Records Retention Schedules

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Office of Vital Records.

**Justification for Deletion of RDA 2000011:**

Based on the description the content of this records series is a finding aid created from a database. Finding aids are considered a non-record. Staff recommends the deletion of this RDA as they are non-records. The agency and the State Archives Manager agree with this recommendation.

**D. Title:** ~~Vital Records: Alpha Index: Microfilm Roll of Birth and Death Records~~ **RDA: 2000012**

**Description:**

~~This record series documents and administers the original birth and death certificates as required by NRS 440.165. Records date from 1911 to present.~~

**Authorized Retention:**

~~Retain this record series permanently.~~

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Office of Vital Records.

**Justification for Deletion of RDA 2000012:**

Based on the description the content of this records series is a finding aid created from a database. Finding aids are considered a non-record. Staff recommends the deletion of this RDA as they are non-records. The agency and the State Archives Manager agree with this recommendation.

**E. Title:** ~~Vital Records: Divorce Statistics~~ **RDA: 2000018**

**Description:**

~~This record series documents the statistics on divorces in Nevada from January 1, 1968 to present and is used for statistical and research purposes (the court system is the office of record for official divorce decrees). The files may contain, but are not limited to names of couple; date of divorce or annulment; and court of record.~~

**Authorized Retention:**

~~Retain Permanently~~

**Recommended Disposition:**

~~Permanent: Held by Agency~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

## Attachment D

### Proposed Deletion RDAs for Agency Specific Records Retention Schedules

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Office of Vital Records.

#### **Justification for Deletion of RDA 2000018:**

Based on the description the content of this records series is considered reference materials for research purposes. Reference materials are a non-record. In addition, the description identifies that the agency is not the office of record. Staff recommends the deletion of this RDA as they are non-records and the agency is not the office of record. The agency agrees

**F. Title:** ~~Vital Records: Marriage Statistics~~

**RDA:** ~~2000020~~

#### **Description:**

~~This record series documents the statistics of marriages in Nevada from January 1, 1968 to the present, and is used for statistical research and purposes (the county recorder is the office of record for original certificates). The files may consist of but are not limited to: names of couple; minister or judge performing the marriage; and county and place where marriage was performed.~~

#### **Authorized Retention:**

~~Retain Permanently~~

#### **Recommended Disposition:**

~~Permanent: Held by Agency~~

#### **NSLAPR staff recommendation:**

Delete this RDA

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Health and Human Services, Division of Public and Behavioral Health, Office of Vital Records.

#### **Justification for Deletion of RDA 2000020:**

Based on the description the content of this records series is considered reference materials for research purposes. Reference materials are a non-record. In addition, the description identifies that the agency is not the office of record. Staff recommends the deletion of this RDA as they are non-records and the agency is not the office of record. The agency agrees with this recommendation.

### **3. Department of Taxation, Revenue Division**

**A. Title:** ~~Cigarette Excise Tax Administrative Records~~

**RDA:** ~~2009016~~

#### **Description:**

~~These records are used for administrative purposes to control and monitor cigarette taxes (See NRS Chapter 370 and NAC Chapter 370). The files may contain, but are not limited to: Administrative, statistical, and other reports; Similar documentation; Related correspondence.~~

#### **Authorized Retention:**

~~Retain these records for a period of three (3) fiscal years from the fiscal year to which the records pertain.~~

#### **Recommended Disposition:**

~~Destroy~~

#### **NSLAPR staff recommendation:**

## Attachment D

### Proposed Deletion RDAs for Agency Specific Records Retention Schedules

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Taxation, Revenue Division.

**Justification for Deletion of RDA 2009016:**

These records have been combined with "Cigarette and Other Tobacco Dealer Licensing Records", RDA 1998046 to create a more effective and streamlined record series for the agency. Since all records in the description have been incorporated into RDA 1998046 and the associated retention period of eight (8) fiscal years exceeds the retention period for this record series, it is recommended that this RDA be deleted.

**B. Title:** ~~Cigarette Excise Tax Revenue Accounting Records~~

**RDA:** 2009017

**Description:**

~~These records are used for revenue accounting purposes (See NRS Chapter 370 and NAC Chapter 370). The files may contain, but are not limited to: Monthly stamp inventory report and associated documentation (including stamp purchase orders, unstamped purchase orders and reports of same); Stamp meter receipts; Copies of claims for refunds; Records of destroyed tax stamps; Cigarette seizure forms; Purchase contracts for state purchase of stamps; Similar documentation; Related correspondence.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) fiscal years from the fiscal year to which the records pertain.~~

**Recommended Disposition:**

~~Destroy~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Taxation, Revenue Division.

**Justification for Deletion of RDA 2009017:**

These records have been combined with "Cigarette and other Tobacco Dealer Licensing Records", RDA 1998046 to create a more effective and streamlined record series for the agency. Since all records in the description have been incorporated into RDA 1998046 and the associated retention period of eight (8) fiscal years exceeds the retention period for this record series, it is recommended that this RDA be deleted.

**C. Title:** ~~Estate Tax Records~~

**RDA:** 1998053

**Description:**

~~These records are maintained in accordance with a reciprocal agreement with the Internal Revenue Service for the exchange of information concerning the estates of deceased taxpayers. The records may consist of, but are not limited to: Estate folders which include federal estate tax returns, extensions, and forms; Billings with associated documentation; Transmittals to IRS; Estate Tax Distribution and Statistical records which includes copies of deposit slips, refund requests, etc.; Statistical listings of social security numbers, names of decedents, dates of death, amounts paid, and date paid; Copies of distributions; Estate Tax records; Estate Tax General Correspondence; Estate Tax Mail Log; Estate Tax Tickler File.~~

## Attachment D

### Proposed Deletion RDAs for Agency Specific Records Retention Schedules

**Authorized Retention:**

~~Retain these records for a period of six (6) calendar years from the calendar year to which they pertain.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Taxation, Revenue Division.

**Justification for Deletion of RDA 1998053:**

The "Estate Tax" law ended 1/1/2005. It has been 15 years and there are no outstanding lawsuits. The last payment received for Estate Tax was 4/5/17 and no claim for refund was submitted. FY 2015 was the last time the Department issued a refund. If it is approved to retire this RDA; the Department will then sweep the remaining funds in budget account number 6059 to the general fund and close the budget account. If a claim does come through in the future, it will go through the Department, but they will have to request the money through the Board of Examiners to process a voucher to pay the claim from the general fund since the Department would no longer have that fund account. The Department certifies that all Estate Tax accounts have been closed and any documents have been destroyed per retention.

Attachment E  
Proposed New, Modification, and Deletion of RDAs for General Records  
Retention Schedule

- A. Title:** *Legal Case Files for State Entities Not Represented by the Nevada Attorney General's Office: Civil, and Petitions for Judicial Review* **RDA: 2022001**

**Description:** *This record series documents the civil cases and petitions for judicial review, wherein the State or any officer of the State in his or her official capacity is a party (see NRS 228.160(1)(a)). The file may contain, but is not limited to, court filings, court documents and orders, general correspondence, internal and attorney notes, petitions, motions, law enforcement records, court records, supportive documentation, depositions, interviews, discovery and discovery responses, and similar documents.*

**Retention:** *Retain for seven (7) calendar years from the end of the calendar year of the in which the final disposition was made.*

**Disposition:** *Destroy Securely*

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

An email was sent to approximately 30 Records Officers requesting a review of this proposed new record series. The three responses received are included in the table below.

**Justification for New RDA 2022001:**

As many Boards and Commissions do not utilize the services of the Nevada Attorney General's Office as their legal representative, it is recommended a similar record series to the one on the agency specific schedule for the Nevada Attorney General's Office be placed on the General Schedule. The record series "Legal: Legal Files (Agency Copy)" RDA 2006002 on the General Schedule is for the copy of record held by an agency when the Attorney General's Office represented the agency and is the office of record. This new record series will allow Boards and Commissions that are not represented by the Nevada Attorney General's Office to maintain their records in a corresponding manner and timeframe to "Legal Case Files: Misdemeanor Criminal, Gross Misdemeanor Criminal, Civil, and Petitions for Judicial Review" RDA 1990150 on the Attorney General's agency specific retention schedule.



## Attachment E

### Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

Agency	Respondent	Email Address	Date of Response	Feedback
Nevada Attorney for Injured Workers	Evan Beavers, ESQ	<a href="mailto:ebeavers@lnaiw.nv.gov">ebeavers@lnaiw.nv.gov</a>	5/4/22	<p>The offices of the Nevada Attorney for Injured Workers generates a significant amount of records during the representations of our clients. Our clients are injured employees throughout Nevada. We get our clients by appointment of Dept. of Administration appeals officers pursuant to NRS 616A.450. Our records contain information that is privileged as between an attorney and client and also confidential medical records of the client.</p> <p>In a manner I believe is consistent with Supreme Court rules and State guidelines, we keep closed files in locked cabinets on the premises of our two offices for three years and then secure those files in State Archives in Carson City for an additional four years before those files are destroyed by State Archives personnel.</p>
Division of Welfare Support Services	Gary Long	<a href="mailto:gxlong@dwss.nv.gov">gxlong@dwss.nv.gov</a>	5/10/22	I do not suggest any changes. It looks good as is
Department of Corrections	Kristy Rodriguez	<a href="mailto:kwinters@doc.nv.gov">kwinters@doc.nv.gov</a>	5/11/22	We have the AG office represent us as NDOC